



## **Agency Greening Coordinators' Meeting**

January 22, 2003; Indiana Government Center South Conference Room A

Meeting Minutes compiled by Janet Fox

### In Attendance (from sign-in sheet):

Janet Fox, IDOA's Greening the Government Program; Robert Braunlin, Mark Shields (Adjutant General's Office); Brenda Dausch (BMV); Tonja White (Health Professions Bureau); Chad Trinkle (IDEM-OPA) and Aletha Lenahan (IDEM-Enforcement); Tiffany Sorge (Commerce); Ken Moss (IDOC); Jessica Brown (Dept. of Labor); Ric Edwards (Department of Natural Resources); Dave Clark (rep) (IN Ethics Commission); Mike Gaddis (Indiana Blind School); Angela Young (IDOA Facilities Management); Joe Owen (Indianapolis Juvenile); Bob Benson (Office of the Commission on Agriculture); Terry Melton (State Board of Accounts); Richard Andrews (Teacher's Retirement Fund)

### After introductions, Janet provided status reports on several Greening Projects:

NOTE: Detailed Information about many of these items is posted at [www.IN.gov/greening](http://www.IN.gov/greening) – click on the “Greening Details” or “What are State Facilities Doing” tabs!

- Greeting Card Recycling Collection is now finished. Thanks to all who participated. If you have “straggler” cards, send them to Janet in IGCSW-478. People did a great job in sending just the card fronts.
- Inkjet Cartridge Recycling Program for state sites throughout Indiana. An updated shipping form with new prices is now on website at <http://www.in.gov/greening/facilities/index.html>. Most offices reported that they have all the information and forms needed, however, it is going slow in some areas.
- Greening Incentive Funding Program – Proposal deadline is April 30, 2003. Application info and other details are posted on the Greening web site. Past programs were briefly described. All agencies are encouraged to apply if there is a suitable model or pilot project you have the commitment to pursue.
- Clean Your Files Days and Agency Green Rooms – For the past 2 years, the Greening Program has coordinated CYFD at the Indiana Government Center for April and May. Off-campus sites have also been encouraged to schedule CYFD, working with their own building facilities management team. Many agencies participated in the scheduled events or they did a CYFD event at an alternative time (i.e. after an audit was conducted and records for retention were sent for storage). After brief discussion, several people commented that an organized CYFD is worthwhile to do again for 2003 because it draws attention to the need for clean outs, proper retention, reuse and recycling. Janet will work with IGC Facilities Staff on schedule for spring 2003 activities at the IGC.

Also, if your agency has a Green Room, you may want to clean it out before the next CYFD. IDEM noted they have an excess supply of legal-size manila folders and 500 – 600 3-ring binders. Interested agencies should contact Aletha Lenahan at 317-232-8407.

- Earth Day – Janet is checking into a display booth set up for Earth Day, which is Tuesday, April 22. Brenda Dausch noted that people like to receive small starter trees at these kinds of events, and Ric Edwards agreed to check with DNR colleagues about sources. Brenda suggested that people who provide a Greening “suggestion” could receive a tree as a thank-you. More info will be forthcoming.
- Bicycle Racks for IGC – Several bicycle racks have been purchased and we plan for installation for the spring. Thanks to INDOT for the bicycle rack funding via a federal grant program. A May promotional event is being considered, in conjunction with Bicycle to Work

Week. If you're interested in bicycling issues, contact Janet. Aletha Lenahan asked if we could get racks on the canal. She previously investigated this idea, but there were lots of people who needed to be involved with the decision. Janet will pass along info to INDOT's bicycle program coordinator for follow-up.

- Reminder to Reuse State Record Boxes – In order to efficiently re-use records boxes, be sure to cross out the information on the first end and then use the opposite end of the box to label the box contents. To reuse the third time, get the self-adhesive reuse label (State Form 25186). Reusing boxes can save your agency money, as boxes cost \$1.35 per bottom and \$.35 per lid. If you don't have your own supply re-usable boxes, before buying new ones, contact the State Record Center at 591-5325 to see if they have re-usable boxes for you. To order new boxes, call 317-591-5228 and ask for State Form 46634 (box and lid).
- Recycling – Please help to spread word in south cafeteria, also parking garages - to RECYCLE RIGHT! If you notice bins that collect trash, contact Janet so she can follow-up.
- Scrap Metal Recycling – Program details are being finalized, and we hope for an official announcement soon for a new program, hosted by INDOT facilities in Indiana, to accommodate recycling of scrap metals from other state agencies located in close proximity.
- Using Air Dryers and other Restrooms Topics – Janet noted that she is working with IGC Facilities Management to encourage use of the installed hand dryers and to minimize use of paper tissue products for hand drying. A lively discussion ensued on this evolving issue, including:
  - ⇒ Which hand-washing method is most sanitary to dry hands – paper or air? The air dryer in one restroom appears to have mold on it, so the paper seems better for hands. There is a maintenance schedule for dryers, if problem spots appear, need to contact Facilities Management;
  - ⇒ Some people use towels to open doors, because OTHER people don't bother to wash hands at all and so the door handles are dirty/germy;
  - ⇒ Some people who don't wash hands say it is because the soap is too harsh for their skin;
  - ⇒ Some bathrooms need to be serviced more frequently, as by afternoon they are often dirty;
  - ⇒ Towels are needed because sink tops tend to be wet, and this mess is a problem, especially for people who use wheelchairs or who are short in height;
  - ⇒ Angie Young from IGC Facilities Management noted that the IGC restrooms are thoroughly cleaned by the night shift, when most employees are gone from the building. Day staff "tidies up" the bathrooms, but due to daytime use, full cleaning is not possible. Please direct any restroom issues, complaints or compliments to the FM office at 232-3156. There is also an electronic work order form on the state's intranet site.

### Agency Greening Coordinators Roundtable:

Attendees commented about specific projects, problems or other reports from their agencies:

- ⇒ Terry M: has a few more greeting cards and turned them in.
- ⇒ Tiffany S: Commerce continues transition to Regional Offices, and Tiffany is working to build awareness and implementation of Greening and recycling at the new sites; recycling amounts seem to be on the increase at the One N. Capitol Ave., main office, both for paper and corrugated; Tiffany is also working with the other state agency tenants in her building to promote "Recycle Right"; they are also working to establish and maintain a Green Room for Commerce.
- ⇒ Chad T.: IDEM has 500-600 binders available for reuse. They also have legal size manila folders. Contact Aletha Lenahan at 232-8407 if you're interested in Green Room Supplies. (P.S. IDOA has several boxes of legal size HANGING file folders, which would coordinate nicely with IDEM's manila folders.)
- ⇒ Aletha L: Aletha is having some contamination in the paper recycling bins caused from the heavy-weight goldenrod envelopes (a common type of mailing envelopes for larger items and packets) ... A suggestion was made to put an actual sample of the goldenrod envelope above the bin, along with a note to remind people NOT to contaminate the recycling bin with these envelopes. Other ideas are welcome.

- ⇒ Ken M.: Ken continues exploration work on electronic recycling project to be done by offenders in IDOC facilities. In 2002, Ken estimated over 23,000,000 pounds of recycled commodities were collected and recycled.
- ⇒ Mark Shields and Bob Braunlin noted phone book recycling has gone well.
- ⇒ Mark Gaddis noted the Blind School Greening and recycling efforts are moving ahead, but slowly. Beverage container recycling is posing some challenges, but he is trying to solve them with our recycling vendor. He also noted that “Batteries Plus” accepts small amounts of used batteries. Indianapolis Marion County Public Libraries also are community collection points for dead batteries.
- ⇒ Ric Edwards noted that field sites need motivation to surplus old items before they are totally obsolete. On 1/31, Janet will ask Surplus for ideas when she visits for a tour.
- ⇒ Angie Young asked for bathroom issues reports to be directed to Facilities for follow-up – call Facilities at 232-3156.
- ⇒ Brenda Dausch noted that all BMV sites have inkjet cartridge recycling info, but there are fewer cartridges generated than she had anticipated. Janet noted that some fax machines also use inkjet cartridges, so people may want to check for those, too.
- ⇒ Joe Owen noted that construction continues at the Indianapolis Juvenile Correction Facility, which poses an extra recycling challenge.
- ⇒ Rick Andrews noted that they recycle batteries and file boxes.

#### Future Projects / Other Announcements:

- Greening Annual Report Survey – to be mailed to all agency head in the next several weeks. You may be asked to assist in answering the survey.
- New location for State Surplus, 2002 S. Tibbs Avenue. Check [www.IN.gov/idoa/surplus](http://www.IN.gov/idoa/surplus) for details. Surplus manages the reuse of surplus state and federal property, and periodically host public auctions for items the state no longer needs.

Meeting Adjourned at 10:50 a.m.

P.S. Next meeting target schedule date is April of 2003. Information will be sent as soon as the date, time and location are confirmed.